

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

"VETERANS FIRST"



Classification: Office Technician (Typing)

Salary: \$2,510 - \$3,050
Permanent, Intermittent

Location: Department of Veterans Affairs

Veterans Services Division
Northern California Veterans Cemetery
11800 Gas Point Road
Igo, CA 96047-0076

(Igo is located approximately 10. miles southwest of the city of Redding, CA)

Who Should

Apply:

Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. SROA PROVISIONS APPLY.

Duties and

Responsibilities:

Under the general direction of the Cemetery Administrator, the incumbent will perform general office duties on an intermittent basis during periods of administrative workload surges. Duties will include:

- General correspondence development, editing, and distribution;
- Office filing;
- Cashiering;
- Data entry into various databases and spreadsheets;
- Answering phones;
- Providing information on the cemetery to the general public;
- Intake, review and file eligibility documents.

How to Apply:

Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Human Resources Office
1227 "O" Street, Room 402
Sacramento, CA 95814

Attn: Jacquie Hayes, Reference M-80 #035-05/06

Inquiries:

Voice: (contact number)
(916) 653-2535

TDD: (916) 653-1966

NOTE: In line #12 of the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement. Failure to do so could result in being rejected from the interview process.

Final Filing Date: November 18, 2005

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

RELEASED: 11.04.05